



Administration for Children and Families

Office of Planning, Research and Evaluation

Early Care and Education Research Scholars: Head Start Graduate Student Research Grants

HHS-2012-ACF-OPRE-YR-0281

Application Due Date: 05/14/2012

Early Care and Education Research Scholars: Head Start Graduate Student Research Grants

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**Department of Health & Human Services
Administration for Children & Families**

Program Office: Office of Planning, Research and Evaluation
Funding Opportunity Title: Early Care and Education Research Scholars: Head Start Graduate Student Research Grants
Announcement Type: Initial
Funding Opportunity Number: HHS-2012-ACF-OPRE-YR-0281
CFDA Number: 93.600
Due Date For Letter of Intent: **04/16/2012**
Due Date for Applications: **05/14/2012**

Notice: On January 1, 2012, the Administration for Children and Families implemented required electronic application submission via www.Grants.gov for discretionary grant applications. (76 Fed. Reg. 66721-66723, October 27, 2011, [New Policies and Procedural Requirements for the Electronic Submission of Discretionary Grant Applications](#)). Please see *Section III.3. Disqualification Factors*, *Section IV.2. Content and Form of Application Submission* and *Application Submission Options*, and *Section IV.3. Explanation of Due Dates and Times* for information on electronic application submission and the availability of exemptions allowing applicants to submit applications in paper format.

Executive Summary:

Funds are provided for Head Start Graduate Student Research Grants to support rigorous dissertation research by advanced doctoral students who are working in partnership with Head Start or Early Head Start programs and faculty mentors.

I. Funding Opportunity Description

Statutory Authority

Awards under this funding opportunity announcement are authorized under Section 649 of the Head Start Act, as amended by the Improving Head Start for School Readiness Act of 2007, codified at 42 U.S.C. § 9844.

Description

A. Background

Since 1991, the Administration for Children and Families (ACF) has explicitly supported the association between Head Start programs and their local research community through the Head Start Graduate Student Research Grants. These awards attract applications from leading academic researchers and their graduate students, specializing in social sciences, education, health, or other relevant disciplines. In close collaboration with their Head Start program partners, these researchers design high-quality projects that directly address the needs of low-income children and families and their early childhood educators. The results inform and improve Head Start policies and practice.

This funding mechanism also builds research capacity. The grants foster the mentor-student relationship between leading researchers and their graduate students, enhancing the quality of the current work and building the skills of the graduate student. Within this supportive relationship, student researchers learn both theory and the hands-on features of conducting applied research within community service organizations. The researchers often contribute directly to their local Head Start partner programs (e.g., providing trainings, establishing databases, identifying key resources, and pursuing research that addresses questions of interest to programs), and many continue to make significant contributions to the early childhood and Head Start research field throughout their careers.

Thus, the goals of the Head Start Graduate Student Research grant program are to:

1. Complete high-quality research projects that address current concerns of Head Start programs and policymakers.
2. Provide direct support for advanced graduate students whose dissertation research focuses on Head Start populations, thus building knowledge about evidence-based services and practices for diverse, low-income families and their children.
3. Promote mentor-student relationships that a) support students' independent line of research; b) provide project supervision from qualified, experienced researchers in the field; and c) further students' graduate training and professional development in policy-relevant, applied research.
4. Foster working research partnerships between academic researchers with Head Start programs, thereby increasing a) the programs' understanding and use of current research information, and b) the quality and relevance of the funded research work to Head Start communities.
5. Support active communication, networking, and collaboration among the group of graduate students, their mentors and other prominent researchers in the field, both during the graduate students' training as well as into the early stages of their research careers.

Given these goals, proposed projects must address applied research questions that will inform and improve Head Start policies and practice on topics of current interest. Topics of current interest for this announcement include (but are not limited to):

1. Research that will improve understanding of the needs of families from diverse backgrounds, or improve Head Start/Early Head Start programs and policies for various subpopulations, including:
 - a. American Indian/Alaskan Native (AI/AN) children and families
 - b. Migrant/seasonal families and their children
 - c. Children with disabilities and their families
 - d. Abused and/or neglected children
 - e. Foster children
 - f. Children raised by family members other than their biological parents (e.g., grandparents)
2. Family involvement and family outcomes:
 - a. Their effect on child outcomes (e.g., models of family involvement and direct, moderator, or mediator impacts on children's learning, approaches to learning, and development)
 - b. Assessment (e.g., development and validation of measure(s) of parent engagement and perceptions of early childhood education)
 - c. The impact of family support services or community programs (e.g., how Family Service Workers' efforts impact family and child outcomes; the impact of intergenerational programs)
 - d. Barriers and facilitators to engagement (e.g., identifying the teacher/staff and administrative features that most strongly predict of family engagement; how programs are serving and

engaging the highest risk families; how programs maintain culture and traditions of minority populations).

3. Issues related to children who are dual language learners, including children from language-minority families, and children in native language revitalization programs (e.g., development of valid assessments for infant/toddler dual language learners; validation of preschool dual language learner assessments; strategies for improving quality of services for dual language learners).
4. Professional development, especially of staff working with families (e.g. identifying effective and efficient means of training staff working with families to successfully engage and assist these families).
5. Community engagement and collaboration (e.g., effectiveness of various models of collaboration with other early care and education programs; identifying elements of effective community partnerships/collaboration/systems).
6. Health services (e.g., effectiveness of dental homes initiatives; evaluation of the oral health status of Head Start children) and family health literacy (e.g., evaluations of programs for families regarding health issues such as smoking reduction, healthy sleep schedules for children, oral health, vision health, asthma control, appropriate nutrition).
7. Transition to kindergarten or from Early Head Start to Head Start (e.g., the impact of transition on teachers, parents, and children; program, child, and family features predictive of transition resiliency; alignment of curricula).
8. Teacher and classroom characteristics that influence children's academic readiness (e.g., the impact of curricula, pedagogies, or other environmental characteristics on children's quality of learning, conceptual understanding, problem solving executive functioning).
9. Leadership and management in Head Start programs (e.g., how leadership, organizational structure, and management influence climate and culture of programs; how such factors influence the effectiveness of programs, services, teaching practices).

Additional Considerations and Recommendations for Applicants: In line with the grant goals, applicants for Head Start Graduate Student Research Grants will have a higher likelihood of success if their applications address the following:

Review the Head Start Program Performance Standards and/or the Early Head Start Program Performance Measures in order to assess whether their proposals are relevant to the child, family, program, and/or community systems that are features of the Head Start and Early Head Start programs. For additional information, descriptions of previous Head Start Graduate Student Research projects can be found at http://www.acf.hhs.gov/programs/opre/hs/grad_student/index.html.

ACF has established a more integrated focal point for early childhood at the Federal level. The Office of the Deputy Assistant Secretary and the Inter-Departmental Liaison for Early Childhood Development provides coordination across government agencies that serve children and their families (e.g., Department of Education, Office of Head Start, Office of Child Care, Maternal and Child Health Bureau). These grants are intended to support research projects that are focused on Head Start/Early Head Start; however, projects may also address efforts of federal agencies, states, territories, tribes, and localities to coordinate Head Start/Early Head Start programs with other child/family programs and examine how such coordination affects the services received by eligible families and children. Please visit ACF's website to learn more about Early Childhood Development Interagency Coordination and to view a list of key Federal agencies at <http://www.acf.hhs.gov/earlychildhood/index.html>.

B. Project Requirements

1. *Consultation/Collaboration with Policymakers and/or Head Start Program Administrators.*

Applicants must consult with a Head Start/Early Head Start program in the development of the proposal. For Head Start/Early Head Start program office contact list, please visit the Head Start Program Directory at http://eclkc.ohs.acf.hhs.gov/hslc/hslc_grantee_directory or the Head Start Locator at <http://eclkc.ohs.acf.hhs.gov/hslc/HeadStartOffices>.

2. *Research Dissemination.* In order to facilitate communication and dissemination of research between researchers, policymakers, and program administrators, grantees are required to participate in the following activities:

a. *Conferences and Meetings.* **The scholar and faculty mentor must attend two meetings each year of the grant.** Participation in the scholars' grantee meeting (historically held in the fall) is mandatory. The second meeting will be one of the following, and will be decided in consultation with the project officer: (1) the Annual Meeting of the Child Care Policy Research Consortium (historically held in the fall), (2) the Head Start Research Conference (in alternating years, historically held in the summer), or (3) a professional society meeting that corresponds with their profession/area of expertise. In previous years, the scholars' grantee meeting has been scheduled to coincide with the Annual Meeting of the Child Care Policy Research Consortium. If this occurs, attendance at both of these meetings is mandatory along with attendance at one additional meeting. The applicant's proposed budget should reflect funds to cover travel, lodging, and other costs for the scholar and mentor for two meetings per budget period, including 3 days lodging and expenses for each meeting. However, if the faculty mentor will utilize another source of travel funds, such arrangements are encouraged and should be clearly noted in the application.

b. *Research Briefs and Briefings.* **The scholar is expected to prepare a 1-2 page brief describing the objectives, hypotheses, and/or findings (when available), and the potential practice or policy implications of their research projects twice during the award.** These briefs will be required at the beginning and end of the project period. At the beginning of the project period, OPRE will provide grantees with guidance to support the development of the research briefs. Examples can be found on the ACF/OPRE website at: http://www.acf.hhs.gov/programs/opre/ehs/research_practice/index.html. In addition, the grantee may be asked to present at research briefings in Washington, DC. Work plans/time lines included in the application should reflect time and effort for preparation of research briefs during the course of the project. (The budget need not reflect travel funds for possible briefing(s) in Washington, D.C.).

c. *Archiving and Publishing.* **The scholar must agree to archive his/her approved dissertation, final datasets, reports, and other research products** with Child Care and Early Education *Research Connections*. For more information on *Research Connections* and social science data preparation and archiving, please visit <http://researchconnections.org/childcare/contribute.jsp>.

C. Definitions

Applicant: Institutions of higher education, as defined in *Section III.1*, acting on behalf of doctoral-level graduate students.

Budget Period: The 12-month period of time for which funds are made available to a particular grantee (i.e., the first budget period would begin September 30, 2012, and end September 29, 2013).

Principal Investigator: The faculty mentor of the doctoral-level graduate student serves as the Principal Investigator (PI) of the grant.

Project Period: The total length of the proposed project, which is either for 12 or 24 months. For a 1-year proposed project, the project period would be the same as the budget period and, for example,

start September 30, 2012, and end September 29, 2013. For a 2-year proposed project, the project period would, for example, start September 30, 2012, and end September 29, 2014.

D. Questions Regarding Applications

For questions regarding this funding opportunity and/or the application process, please call (877) 350-4624 or direct inquiries via email to: OPRE Head Start Graduate Student Research Grant Review at HSGraduateResearchReviews@icfi.com.

II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$150,000
Expected Number of Awards:	6
Award Ceiling:	\$25,000 Per Budget Period
Award Floor:	\$5,000 Per Budget Period
Average Projected Award Amount:	\$25,000 Per Budget Period

Length of Project Periods:

24-month project with two 12-month budget periods

Additional Information on Awards:

Awards made under this announcement are subject to the availability of Federal funds.

Note: For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-Federal resources in their application budgets and budget justifications, even if the projected commitment exceeds the required amount of match or cost share. A grantee's failure to provide the required matching amount will result in the disallowance of Federal funds.

Applicants conducting high-quality research, including research using different methodologies, designs, or secondary data analysis, may apply for project periods up to 24 months with two 12-month budget periods. Applicants proposing 24-month project periods will be awarded up to \$25,000 for the first 12-month budget period and up to \$25,000 for the second 12-month budget period, for a total not exceeding \$50,000 for the entire 24-month project period.

Initial awards will be made for the first 12-month budget period. For 24-month projects, continuation awards for the second 12-month budget period will be subject to the availability of funds, satisfactory progress by the grantee, and a determination that continued funding would be in the best interest of the Federal Government.

24-month project period should be noted in Item 17 on the Standard Form (SF) 424 and the need for a 24-month project period should be identified in the project narrative and budget. Applicants proposing 24-month projects will receive instructions on how to submit non-competing continuation applications during the first budget period to request funds for the second budget period.

A second-year budget period will not be granted if the student has graduated by the end of the first-year budget period.

Ownership of Results

Section 649 (f): Ownership of Results: Ownership of products from these grants is regulated by Section 649f of the Head Start Act, as amended by the Improving Head Start for School Readiness Act of 2007,

codified at 42 U.S.C. 9844.

Waiver of Indirect Costs

Due to the small amount of the grant, the applicant institution is **encouraged to voluntarily waive indirect costs**. An authorized representative of the institution must submit a written acknowledgement that the indirect costs are being waived. In the event that waiving the indirect costs is not possible, the applicant is encouraged to apply the University's or non-profit institution's off-campus research rates for indirect costs. However, this is voluntary and a decision to not waive indirect costs or to apply off-campus research rates will not impact eligibility to submit an application, will not disqualify an application from review, and will not be a factor in object review.

Please see *Section IV.5 Funding Restrictions* for limitations on the use of grant funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Accredited public, State-controlled, and private institutions of higher education *acting on behalf of doctoral-level graduate students* are eligible applicants, including:

- (a) Tribally Controlled Land Grant Colleges and Universities (TCUs) as cited in Section 532 of the Equity in Educational Land Grant Status Act of 1994 (7 U.S.C. § 301 note), any other institutions that qualify for funding under the Tribally Controlled Community College Assistance Act of 1978, (25 U.S.C. § 1801 *et seq.*), and Navajo Community College (Dine College), authorized in the Navajo Community College Assistance Act of 1978, Pub. L. 95-471, Title II (25 U.S.C. § 640a).
- (b) Historically Black Colleges and Universities (HBCUs) as defined in the amended version of the Higher Education Act of 1965, codified at 20 U.S.C. § 1061(2), and that are institutions established prior to 1964 whose principal mission was, and is, the education of Black Americans, and must meet the definition of "Part B institution" in Section 322 of the Higher Education Act of 1965, as amended.
- (c) Hispanic Serving Institutions (HSIs) as defined in Section 502(a)(5) of the Higher Education Act of 1965, as amended, 20 U.S.C. § 1101a(a)(5).
- (d) Faith-based institutions of higher education.

To be eligible to administer the grant on behalf of the student, the institution must be fully accredited by one of the regional accrediting commissions recognized by the Department of Education and the Council for Higher Education Accreditation.

Eligible U.S. institutions may apply on behalf of their own university faculty who will serve as a mentor and Principal Investigator for an international non-U.S. citizen who is an advanced graduate student enrolled in their program.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards under this announcement. See *Section III.3. Other*.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

Refer to *Section IV.2* for information on pre-application submissions.

III.3. Other

DUNS Number (Universal Identifier) and Central Contractor Registration (CCR) Requirements

DUNS Number Requirement

Data Universal Numbering System (DUNS) Number is the nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

All applicants and subrecipients must have a DUNS number at the time of application in order to be considered for a grant or cooperative agreement. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, www.Grants.gov. A DUNS number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A DUNS number may be acquired at no cost online at <http://fedgov.dnb.com/webform>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 a.m. to 8 p.m., CST

The process to request a D-U-N-S Number by telephone will take between 5 and 10 minutes.

Central Contractor Registration (CCR) Requirement

Central Contractor Registration (CCR) is the Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

Effective October 1, 2011, HHS required all entities that plan to apply for, and ultimately receive, Federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application of plan;
- Maintain an active CCR registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Additionally, all first-tier subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made

CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all

times during which an organization has an active award or an application under consideration.

Applicants are strongly encouraged to register at the CCR well in advance of the application due date.

Applicant credentials and supporting documentation:

1. The Principal Investigator/faculty mentor must have a Ph.D. or equivalent in the respective field and conduct research as a primary professional responsibility. Acceptable evidence includes a current curriculum vitae or a biographical sketch.
2. Although the faculty mentor is listed as the Principal Investigator and must be committed to taking a central role in supporting the proposed dissertation research, this grant is intended for dissertation research for an individual student. Contact information for both the graduate student and the student's faculty mentor is required as part of the application.
3. As Principal Investigator, the graduate student's faculty mentor must submit a letter of support stating that he/she approves the application and describing how he/she will regularly monitor the student's work. In addition, the letter must verify (a) the student's status in the doctoral program, (b) that the grant will be used to fund the student's independent dissertation research, and (c) that the student is within 2 years or less of completing his/her dissertation.
4. The student must include an official transcript reflecting his/her completed graduate course work in a doctoral program and current curriculum vitae or biographical sketch.
5. As the author of the grant proposal, the graduate student is expected to have an approved dissertation proposal by the due date of the grant application. Evidence of this approval should be submitted with the proposal. Sufficient proof would include a departmental form signed by committee members or another departmental administrator attesting to the fact that the student's dissertation proposal has been approved. Alternatively, a form or letter describing some other process that is equivalent to establishing this doctoral status would suffice. If the student does not have an approved dissertation proposal (or have this status) at the time of application, the application should include a statement of assurance that the proposed research plan will be approved prior to September 30, 2012 (i.e., when the funding for this program would begin). Please refer to the information above regarding what should be included in the letter of support from the student's faculty mentor. In summary, if ACF does approve the application for an award, the award will depend on written confirmation prior to the funding being awarded that (a) the dissertation proposal/plan has been officially approved by the university/department, and (b) if the proposal had not been approved at the time of the application, that the scope and approach of the research has not changed substantively from what was proposed in the application.
6. Letters of support from Head Start/Early Head Start program(s) and Policy Council(s). The graduate student must have established a collaborative partnership with a Head Start or Early Head Start program(s). **The evidence of this partnership should be apparent throughout the research proposal** (e.g., development, piloting, interpretation of results, etc.), and in the signed letters of support from the participating Head Start or Early Head Start program(s) and the relevant Head Start or Early Head Start Policy Council.

All supporting documentation, including curriculum vitae, letters of support, dissertation approval, and transcripts, should be included in the appendices of the application.

APPLICATION DISQUALIFICATION FACTORS

Applications from individuals, foreign entities, or sole proprietorship organizations will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

Applications that request an award amount exceeding the *Award Ceiling* per budget period, or per project period, as stated in *Section II. Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Application Submission Disqualifications

Beginning January 1, 2012, ACF requires electronic submission of applications at www.Grants.gov. Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents (files) to the Internet may contact ACF for an exemption that will allow these applicants to submit an application in paper format. Information on requesting an exemption from electronic application submission is found in *Section IV.2. Application Submission Options*.

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in *Section IV.3. Submission Dates and Times*. Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Please Note: Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the Grants.gov validation check, will not be received at ACF. These applications will not be acknowledged. Applications that fail the Grants.gov validation check are not transmitted to ACF though they may have been submitted on time.

Each time an application is submitted via www.Grants.gov, the application will receive a new date and time-stamp email. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the Overview and in *Section IV.3. Submission Dates and Times*. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement.

Paper applications received from applicants that have not requested an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement. See "*Request an Exemption from Required Electronic Application Submission*" in *Section IV.2. Content and Form of Application Submission*.

Applications that are disqualified under any of these circumstances will receive written notification by letter or by email.

Read and observe the formatting instructions for application submissions in *Section IV.2. Content and Form of Application Submission*.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

OPRE Head Start Graduate Student Research Grant Review
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031-6050
Phone: (877) 350-4624
Fax: (703) 934-3740
Email: HSGraduateResearchReviews@icfi.com

Electronic Application Submission:

The electronic application submission package is available at www.Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at http://www.acf.hhs.gov/grants/grants_resources.html. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):

Available at the [Grants.gov Forms Repository](http://www.Grants.gov) website and at http://www.whitehouse.gov/omb/grants_forms.

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

FORMATTING ACF APPLICATIONS

For All ACF Applications:

Authorized Organizational Representative (AOR)

The individual(s), named by the applicant/recipient organization, who is authorized to act for the applicant/recipient and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or awards.

Each applicant must designate an Authorized Organizational Representative (AOR). An AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal

laws, regulations, requirements, and conditions that apply to the grant application or awards.

AOR Authorization is part of the registration process at www.Grants.gov where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the Central Contractor Registration (CCR).

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Follow the instructions provided in the formatting section to ensure that your application can be printed efficiently and consistently for the competitive review.

Observe page limitations.

All applicants must follow the instructions provided in this section. Be sure to print all attachments (components) on paper and count the number of pages before submission. Keep the printed copy as a hard copy of your application for your files.

Application Package Components

Applications must be divided into the sections listed in the table. (The order in which components are submitted electronically via www.Grants.gov or included in a paper application may not be the same as listed in the table.) Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages and will not count against page limitations.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

FORMATTING FOR ELECTRONIC APPLICATIONS SUBMITTED VIA www.Grants.gov:

Notice: The Administration for Children and Families has implemented required electronic application submission via www.Grants.gov. *Applicants are now required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See Section IV.2. Application Submission Options.*

Electronic applications will only be accepted via www.Grants.gov. ACF will not accept applications submitted via email or via facsimile. Only applications, which pass the Grants.gov validation check, will be acknowledged.

Please read this section carefully before beginning application submission. It is mandatory to follow the instructions provided in this section to ensure that your application can be printed efficiently and consistently for review.

Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

NOTE: Applications submitted via www.Grants.gov will undergo a validation check. See *Section IV.2. Application Submission Options* and *Section IV.3. Submission Due Dates and Times, Explanation of Due Dates*. The validation check can affect whether the application is accepted for review. Applications that fail the www.Grants.gov validation check will not be transmitted to ACF. If the application fails the validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will be disqualified.

Signatures

Follow the AOR Authorization and E-Biz POC instructions provided at www.Grants.gov.

Required OMB-Approved and Standard Forms (SFs)

www.Grants.gov provides its own protocols for the submission of OMB-approved and Standard Forms (SFs) such as the SF-424 application and budget forms and the SF-P/PSL, Project/Performance Site Location form. See *Section IV.2. Required Forms, Assurances, and Certifications* for required OMB-approved Standard Forms and required assurances and certifications.

Application Package Components

Applications must be divided into the sections listed in the table. **It is important that each component is submitted in a separate electronic file.** Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.

Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

The required content of the Project Description and any Appendices, and their page limits, are listed later in this section.

With the exception of the required Standard Forms (SFs), all application materials must be submitted formatted so that they will print out onto 8 ½" x 11" white paper with 1-inch margins. **All pages of the application component, i.e., Project Description, Budget Justification, Appendices, must be sequentially numbered.** Applicants should print all attachments on paper and count the number of pages before submission. Applicants should keep a hard copy of the submitted application package for their files. The font size on any scanned documents must be large enough so that it is readable.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced page in 12-point font and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.

Applicants must follow the instructions provided in this section:

Carefully observe the file naming conventions required by www.Grants.gov.

Limit file names to 50 characters and do not use special characters (example: &,-,*,%,/,#) including periods (.), blank spaces, and accent marks, within application form fields, and file attachment names. An underscore () may be used to separate a file name.

Use only file formats supported by ACF.

It is critical that applicants only submit application components using the supported file formats listed here. Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do not encrypt or password protect the electronic application files!

If ACF cannot access submitted electronic files because they have been encrypted or are password protected, the affected file will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

FORMATTING FOR PAPER FORMAT APPLICATIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order to submit an application in paper format. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options*.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

Copies Required

Applicants must provide one original and two copies of all application materials when submitting an application in paper format.

Signatures

An original signature of the AOR is required only on the original copy of hard copy application submissions. A point of contact on matters involving the application must also be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Format Requirements for Paper Applications

All application materials must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of the paper application submission must be sequentially numbered.** Applicants must follow the instructions provided in this section.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced page in 12-point font and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.

All copies of a mailed or hand-delivered paper application must be submitted in a single package. A separate package must be submitted for application under a single funding opportunity. The package must be clearly labeled for the specific funding opportunity it is addressing.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy

machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation. Use a clip (not a staple) to securely bind the application together. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal government for review. Application materials must be one-sided for duplication purposes.

Instructions on the order of assembly for paper application submissions are available under this formatting section.

Addresses for Submission of Paper Applications

See *Section IV.6. Other Submission Requirements* for addresses for paper application submissions.

Page Limitations for Paper Format Application Submissions

Page limitations do not include OMB-approved Standard Forms (SFs), the one-page Project Summary/Abstract, proof of legal status/non-profit status, required Assurances and Certifications, and the Budget Justification, which should be no more than 10 single-spaced pages.

If an application exceeds the cited page limitation for double-spaced pages in the Project Description or the double-spaced page limitation cited for the Appendices, the extra pages will be removed and will not be reviewed. In addition, if an application narrative is single-spaced and/or one-and-a-half spaced (in whole or in part) the total number of these lines will be doubled. This adjustment may result in an increased total number of pages, which will be removed so that the application conforms to the cited double-spaced page limitation.

The Project Summary/Abstract is limited to one single-spaced page with 12-point font. Any pages over the one-page limit will be removed.

Page Limitations and Content of The Project Description and Appendices for All Application Formats:

Additional Formatting Information

1. Page Limits and Numbering. Applicants must limit their *entire application to 100 pages*. Pages submitted beyond the first 100 in the application will be removed prior to panel review.

(a) Standard Federal Forms (SF), the budget justification, proof of non-profit status, and survey on ensuring equal opportunity are not included in this limitation.

(b) Applicants must limit the Table of Contents, and Project Description/Narrative Statement (see list below for additional page limits) to *50 pages*.

(c) There is a *5-page limit* for each appendix, including letters of support, curriculum vitae, and transcript. Appendices are limited to 50 pages.

(d) Applicants must number the pages of the "Project Description/Narrative Statement," beginning with the Table of Contents.

(e) Numbering must be restarted for *each* Appendix.

2. Writing Style. The proposal should be consistent with the format and style guidelines of the current *Publication Manual of the American Psychological Association* (e.g., identify sections and subsections with headers and subheaders, follow citation guidelines). The research should comply with the "Ethical Standards" detailed in the *Ethical Principles of Psychologists and Code of Conduct* of the American Psychological Association (APA, 2002).

Organization of Application

Applicants are advised to include *all* required forms and materials. Applicants are strongly advised to use headings and subheadings that correspond to the required information, the evaluation criteria, and required proposal sections.

1. Table of Contents

2. Project Summary/Abstract (must be single-spaced, one page maximum)

3. Project Description/Narrative Statement

The Project Description/Narrative Statement should be carefully developed in accordance with ACF's research goals and agenda as described in *Section I* Funding Opportunity Description and attend to the criteria that will be used to evaluate the applications as described in *Section V.I* Criteria. **The sections of the Project Description/Narrative Statement must be carefully labeled to ease reviewers' identification of information relevant to the review criteria. We suggest labeling the sections of the Project Description/Narrative Statement according to the sections (and subsections) presented below** (see additional instructions later in this Section under "The Project Description" for details on preparing the full project description). Additional headers and subheaders may also be used to organize the content of each section.

a. Objectives and Need for Assistance

*Note: This section includes a current and comprehensive literature review. We recommend using additional subheaders to organize the content of this section.

b. Evaluation (subsections: Method and Data Analytic Plan)

c. Approach (subsections: Projected Timeline of Accomplishments and Management Plan)

d. Outcomes Expected (subsections: Hypothesized Results and Significance/Implications of Research)

e. Protection of Sensitive and/or Confidential Information

f. Dissemination Plan

*Note: The dissemination plan should identify target audiences for disseminating the results of the research (e.g., research colleagues, program administrators, policymakers, general public). The applicant should outline how she/he will communicate the results of the project for each target audience (e.g., reports, publications, presentations, workshops).

4. Appendices, including:

(a) Letter of Support from Faculty Mentor (see *Section III.3*).

(b) Curriculum vitae (C.V.) for Student and Principal Investigator/Faculty Mentor (see *Section III.3*).

(c) Official Transcript Reflecting Completed Graduate Courses and Status in the Doctoral Program (see *Section III.3*).

(d) Documentation of approved doctoral dissertation proposal (see *Section III.3*).

(e) Additional Letters of Support (*as appropriate*):

* Letter from CCDF State Administrator or relevant personnel from state or local agencies (see *Section III.3*).

* Letter(s) of Support from Head Start or Early Head Start program(s) (see *Section III.3*).

(f) Proof of Non-profit Status, if applicable (see information later in this Section under "The

Project Description, Legal Status of Applicant/Proof of Non-Profit Status").

(g) For non-private university non-profit organizations: Survey on Ensuring Equal Opportunity for Applicant (voluntary). (See information above in this Section, under Standard Federal Forms).

For electronic submissions via Grants.gov, sections 1 through 4 above are considered part of the mandatory project narrative section. The signed letter(s) of support, curriculum vitae/biographical sketch, transcript, and official documentation may be scanned and attached to the electronic application via Grants.gov.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Maintenance of Effort (MOE) Certification	Submission required for all applicants. A copy of a standard MOE is available at http://www.acf.hhs.gov/programs/ofs/grants/nhttp://www.acf.hhs.gov/programs/ofs/grants/maintain.htm .	Required for all applications.
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Submission of the required information and forms is due prior with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . If the information is not available at the time of application, it must be submitted prior to the award of a grant.	Form is available at http://www.hhs.gov/ohrp/assurances/forms/index.html .
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to

		nondiscrimination.
Certification Regarding Lobbying	Submission required of all applicants with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.	Submission of this Certification is required for all applications.
SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)	Submission is required for all applicants by the application due date.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

General Instructions for Preparing a Full Project Description

Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.1.* identify the measures that will be used to evaluate applications.

Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in the *Overview* and in *Section IV.3 Submission Dates and Times*. The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person. Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. The letter of intent is **optional**.

Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review.

Include only the following information in the Letter of Intent: the Funding Opportunity Number; the title of this announcement (Head Start Graduate Research); the name, address, telephone and fax numbers, and email address of the fiscal representative, and the Principal Investigator; and the name of the university or institution of higher education. Do not include a description of the proposed project. Submit the Letter of Intent to following address:

Head Start Graduate Research Grant Review Team

c/o ICF International

9300 Lee Highway

Fairfax, VA 22031-6050

Email: HSGraduateResearchReviews@icfi.com

Table of Contents

List the contents of the application including corresponding page numbers.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

Outcomes Expected

Identify the outcomes to be derived from the project.

Outcomes Expected should explicitly detail:

Hypothesized Results: Explain hypothesized results and how the proposed project will achieve the detailed goals and objectives you have identified related to the research questions of interest.

Significance/Implications of Research: Describe the proposed project's significance and implications for policymakers, program administrators, or early childhood care and education settings as well as how the research project extends our current understanding of the problem/phenomena. Explain specifically how the information obtained will benefit the greater Head Start/Early Head Start community. What benefits will programs derive from these results? Discuss how the project will inform Head Start policies and practices.

Approach

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

This section should also include a management plan that explicitly details:

Collaborative Partners Plan: How the applicant has consulted, collaborated, or partnered with Head Start/Early Head Start program administrators or policymakers during various stages of the research project, including the development or refinement of the research questions, project design, implementation of the research project, and the communication of the results of the study.

Mentoring Plan: The plan should detail mentoring meetings, productivity goals, and a timeline related to the research project and professional development.

Evaluation

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be

employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

Organizational Capacity

- Documentation of experience in the program area
- Any other pertinent information the applicant deems relevant.

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Dissemination Plan

Provide a plan for distributing reports and other project outputs to colleagues and to the public. Applicants must provide a description of the method, volume, and timing of distribution.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is input on the Budget Information Standard Form, either SF-424A or SF-424C. The budget justification is a line-item detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance).

Project budget Standard Forms and the budget justification will not count toward page limitations; however, the justification should be no more than 10 single-spaced pages with fonts of no less than 12-points.

Special Note: *The Consolidated Appropriations Act, 2012 (Pub.L. 112-74), enacted December 23, 2011, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$179,700 (<http://www.opm.gov/oca/12tables/html/ex.asp>). This amount reflects an individual's base salary **exclusive** of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

Provide a narrative budget justification for each year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

General

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of

the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3520, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- Electronic applications must be submitted to www.Grants.gov by 11:59 p.m., ET, on the due date.
- A DUNS Number and current registration at the Central Contractor Registry (CCR) are required. DUNS and CCR registration are part of the www.Grants.gov registration process. See “Get Registered” at http://grants.gov/applicants/get_registered.jsp.
- ACF will not accept applications via facsimile or email.
- The electronic application can be downloaded from www.Grants.gov.
- It is to an applicant's advantage to submit their applications **at least 24 hours** in advance of the application due date and time in order to correct any failures found during the application validation check.
- Electronic submission at www.Grants.gov is two-step process:
 - Submission by the due date and time.
 - Application validation check.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- **Read and observe all application submission requirements provided at http://www.grants.gov/applicants/apply_for_grants.jsp.**
- Observe the formatting requirements and page limitations provided in the *Section IV.2. Formatting ACF Applications* section for electronic applications.
- Carefully read and observe electronic file naming conventions provided in the application submission instructions at http://www.grants.gov/applicants/apply_for_grants.jsp.
- Use only file formats supported by ACF. See *Section IV.2. Formatting ACF Applications*.
- Additional guidance on the submission of electronic applications can be found at <http://www.grants.gov/assets/Organization Steps Complete Registration.pdf>.
- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.
- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.
- **Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Application Validation at www.Grants.gov

The difference between a submission receipt and submission validation is after an applicant submits an application, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See ["What to Expect After Submitting"](#) at www.Grants.gov for more information.

Each time an application is submitted, or resubmitted, via www.Grants.gov, the application will receive a new date and time stamp. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files to the Internet at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF stating that the applicant qualifies for the exemption for one of two reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) to the Internet at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency Contacts* in this announcement.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants will need to request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov may be used only to request an exemption from required application submission. All other inquiries must be directed to the appropriate Agency Contact listed in *Section VII.* of this announcement. Queries other than requests for approval of an exemption to allow submission of an application in paper format submitted to this email address will not be acknowledged or answered.

Exemption requests by email to electronicappexemption@acf.hhs.gov and by postal mail must include:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application, and
- The reason for which the applicant is requesting an exemption from electronic application submission. The reason must be either the lack of Internet access or connection, or lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be ***received by*** ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or Federal holiday, the due date for receipt of an exemption request will move to the next Federal business day that follows the weekend or Federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Paper Format Application Submission

An exemption is now required for the submission of paper applications. See "*Request an Exemption from Required Electronic Application Submission*."

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for paper format application submissions.

Applications submitted in paper format must show a DUNS Number. A DUNS Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be acquired at no cost online at <http://www.dnb.com>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center: U.S. and U.S Virgin Islands: 1-866-705-5711; Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1). Monday through Friday 7 a.m. to 8 p.m., CST.

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that apply in paper format, are required to have Central Contractor Registration (CCR). CCR registration is also required for organizations that will receive subawards under Federal grants and cooperative agreements. CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

CCR registration must be updated annually from the date of the initial registration. CCR registration is required to be active throughout the period of award. Lack of CCR registration will prevent ACF from making an award to a recommended applicant.

There is the possibility of heavy traffic at the CCR website at application due dates. Therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* in this announcement.

IV.3. Submission Dates and Times

Due Date for Letter of Intent: **04/16/2012**

Due Date for Applications: **05/14/2012**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at http://www.grants.gov/applicants/apply_for_grants.jsp.

Please note:

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, that fail the Grants.gov validation check, will not be received at ACF. **These applications will not be acknowledged.** Applications that fail the Grants.gov validation check are not transmitted to ACF though they may have been submitted on time.

Each time an application is submitted via www.Grants.gov, the application will receive a new date and time-stamp. Only those applications with date and time-stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

Mailed Paper Format Applications

The deadline for mailed paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has

not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Extensions and/or Waiving Due Date and Receipt Time Requirements

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

Acknowledgement from www.Grants.gov of an electronic application's submission:

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. The date and time-stamp must reflect a submission time on, or before, 11:59 p.m., ET, on the application due date. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Each time an application is submitted, or resubmitted, via www.Grants.gov, the application will receive a new date and time-stamp. Only those applications with on-time date and time-stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

See "[What to Expect After Submitting](#)" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of a paper format (hard copy) application's submission:

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.4. Intergovernmental Review of Federal Programs

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

Each application may include only one proposed project.

Only expenses directly related to the student's dissertation research, including required personnel costs (salary), travel and other directly related expenses, are allowable under this grant.

Transferability

Grants awarded as a result of this competition are not transferable to another graduate student.

Grants awarded as a result of this competition are not transferable to another institution without prior approval from ACF. In addition, grant funds may not be used to support project activities outside of the scope of the proposal of the awarded project without prior approval by ACF.

Sharing of Awards

The awards are for support of an individual graduate student researcher. Awards cannot be divided among two or more students (i.e., no co-investigators).

IV.6. Other Submission Requirements

Submit paper applications to one of the following addresses. See *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Submission By Mail

Office of Planning, Research and Evaluation Head Start Graduate Research Grant Review
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031-6050

Hand Delivery

Office of Planning, Research and Evaluation Head Start Graduate Research Grant Review
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031-6050

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Application components should be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

OBJECTIVES, EVALUATION, AND PROTECTION OF INFORMATION

Maximum Points: 40

The extent to which:

1. The overall Project Description/Narrative Statement:

- a. is clearly written, organized, and provides appropriate details. Sections are labeled with appropriate headers and sub-headers.
- b. reflects sensitivity to technical, logistical, and ethical issues that may arise.
- c. demonstrates how the researcher will gain access to the necessary organizations, participants, and data sources needed for the project.

- d. includes research questions, design, measures, and analyses that reflect or advance the state-of-the-art research approaches and practices, as appropriate.
2. The literature review (typically located in the *Objectives and Need for Assistance* section):
- a. reflects a comprehensive review of the current literature, delineates gaps in the existing literature, and strongly supports the need and objectives for the study.
 - b. includes reference citations that are complete and consistent with the most current version of the *Publication Manual of the American Psychological Association*. (See information in *Section IV.2.*)
 - c. describes the theoretical framework, research goals, and/or research questions in a way that is clear and logically connected (note: alternatively, this may be listed in the *Evaluation* section).
3. The research design (typically located in the *Evaluation* section):
- a. is clearly described, sufficiently addresses the goals of the project, and appropriately links research issues, questions, hypotheses, variables, data sources, samples, and analyses.
 - b. specifies the measures to be used, their psychometric properties, and demonstrates that the measures are appropriate and sufficient for the questions of the study and the population to be studied.
 - c. If examining issues of demographic differences (i.e. language, ethnicity, race), the research goes beyond simply recording linguistic, ethnic, and racial categories to providing a more thorough examination of how these groupings intersect with important sociocultural dynamics such as social position, immigration status, family practices, and parental goals for socialization.
4. The data analytic plan (typically located in the *Evaluation* section):
- a. adequately describes the statistical techniques to be used and the statistical techniques are appropriate for the research question(s) under consideration.
 - b. includes a proposed sample size that is sufficient to answer the range of proposed research questions for the study, especially for longitudinal studies and studies involving *a priori* subgroups of interest. It is recommended that anticipated numbers of participants available from the participating programs be noted and that power analyses be completed for each research question that will be tested, as appropriate. Citations supporting hypothesized effect sizes would be appropriate.
5. The research provides adequate protection of human subjects, confidentiality of data, and consent procedures, as defined by the *Ethical Principles of Psychologists and Code of Conduct* (APA, 2002).
6. The research project is designed by the graduate student. If the proposed project is part of a larger study designed by others, the Approach section should clearly delineate the research component to be carried out by the student and how it is distinguished from the larger research project.
7. The research proposal has been approved by a dissertation committee, either in the faculty mentor's letter of support and university/departmental forms indicating approval of dissertation proposal or with other official documentation indicating the proposal's approved status. (See information in *Section III.3*).

OUTCOMES EXPECTED AND IMPLICATIONS

Maximum Points: 20

The extent to which:

1. The research project addresses issues of both local and national significance. The link(s) between the research topic, results, and the Head Start/Early Head Start program goals/concerns are clearly demonstrated. Anticipated outcomes reflect a solid understanding of critical issues, information needs, and research issues relevant the Head Start/Early Head Start populations, programs, and policies.
2. The *Outcomes Expected* reflects a sound description of the anticipated outcomes and benefits of the project:
 - a. details the hypothesized results of the study.
 - b. describes how the research will contribute new knowledge to the field.
 - c. describes the significance and implications for policymakers, program administrators, Head Start/Early Head Start programs, and early education settings.

QUALIFICATIONS AND APPROACH

Maximum Points: 20

The extent to which:

1. The *student and faculty mentor*:
 - a. possess the expertise necessary to conduct the research as demonstrated in the application and information contained in their biographical sketches and/or curriculum vitae, including relevant background, experience, and training on related research or similar projects.
 - b. demonstrate an understanding of and sensitivity to the issues of working in a community setting, working in partnership with Head Start program staff, parents, and children, and, if applicable, working with a culturally, linguistically, and/or ethnically diverse population.
2. The faculty mentor (Principal Investigator) has earned a doctorate or equivalent in a relevant field and has first or second author publications in major peer-reviewed research journals, as indicated in his/her biographical sketch and/or curriculum vitae.
3. The *projected timeline of accomplishments* (located in the *Approach* section) is feasible given the time frame specified.
4. The applicant outlines a sound management plan (located in the *Approach* section) for how the faculty mentor and student will maintain quality control over the implementation and ongoing operations for the study, which includes:
 - a. A *mentoring plan* describing the faculty mentor's supervision and mentoring of the graduate student, including student's completion of the research and consultation/collaboration with program partners or policymakers.
 - b. A *collaborative partner plan* describing how they will maintain a productive relationship with the program partner(s) that includes continued involvement or periodic feedback as the research progresses. The planned project, whether it involves primary data collection or secondary data analysis, reflects sufficient consultation, collaboration, or partnership with program partners or policymakers that is sustained throughout the research project, including the development and refinement of the research question(s) and project design, implementation of research, and dissemination of findings.

DISSEMINATION PLAN

Maximum Points: 10

The extent to which the *dissemination plan*:

1. describes how the applicant plans to consult or collaborate with program partners to review and interpret the project's findings and its implications for program administrators, policymakers, and/or early care and education settings. Presents a detailed plan for disseminating and translating, as appropriate, the proposed research to each target audience, including (but not limited to):
 - a. Research community
 - b. Policymakers and practitioners in the field of early childhood education and care
 - c. Program partners and/or collaborators on the project
2. encompasses both research *and* policy/program oriented products. The applicant demonstrates ways to maximize the utilization of findings and the appropriateness of the proposed distribution channels to reach intended audiences. For example, in addition to traditional research products and dissemination channels (e.g., conference presentations, journal publications), plans should include development of presentations and research briefs tailored for policymakers and/or practitioners (e.g., program directors, teachers, staff). Dissemination plans and products may differ substantially depending on the target audience.
3. includes assurances and plans for working with *Research Connections* to archive final dissemination products, including the study data and final report. (See information in *Section I.B.*). Work plans/time lines should reflect sufficient time and effort for dissemination activities. (See information in *Section I.B.*).

BUDGET AND BUDGET JUSTIFICATION

Maximum Points: 10

The extent to which the applicant's proposed project costs:

1. are reasonable and sufficient to accomplish the research objectives, design, and dissemination plan.
2. are appropriately allocated to accomplish the research objectives, design, and dissemination plan.
3. reflect expenses directly related to the student's dissertation research (which may include required personnel costs/salary, travel, and other directly related expenses).
4. include adequate funds for the student and (if necessary) for his/her mentor to participate in the required meetings in Washington, D.C. (two meetings each annually, per year of funding; see *Section I.B* and *Section IV.2*).
5. are justified according to the needs and time frame for carrying out the proposed project.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant that does not have an active CCR registration (www.ccr.gov or 1-866-606-8220).

Initial ACF Screening

Each application will be screened to determine whether it meets one of the following disqualification criteria as described in *Section III.3. Application Disqualification Factors*:

- Applications that are designated as late according to *Section IV.3. Submission Dates and Times*,
- Applications that are submitted in paper format without prior approval of an exemption from

required electronic submission (*Section IV.2. Request an Exemption from Required Electronic Application Submission*), or

- Applications with requests that exceed the award ceiling stated in *Section II. Award Information*.

For those applications that have been disqualified under the initial ACF screening, notice will be provided by postal mail or by email. See *Section IV.3. Explanation of Due Dates* for information on Grants.gov's and ACF's acknowledgment of received applications.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. They are one element in the decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of Federal funds in its award decisions.

It is unlikely that multiple applications with the same Principal Investigator (i.e., faculty mentor) will be funded if there are at least six applications from different faculty mentors/institutions that qualify for support.

Applications received by the due date with requests at or below the stated ceiling amount will be reviewed and scored competitively. The competitive review will be conducted by panels of non-Federal expert reviewers knowledgeable in the areas of Head Start programmatic and policy issues, and early education research and evaluation. Reviewers will use the evaluation criteria listed in *Section V* to review and score the application.

OPRE will conduct an administrative review of the applications and results of the competitive review panels and make recommendations for funding to the Director of OPRE, taking into account the topical priorities of the Office of Head Start as listed in *Section I*. The Assistant Secretary of ACF is responsible for the final selection. On the basis of the review of an application, ACF will: (a) approve the application for funding; (b) disapprove the application; or (c) approve the application but not fund it due to lack of funds or a need for further review.

Applications may be funded in whole or in part depending on: (1) the ranked order of applicants resulting from the competitive review; (2) the staff review and consultations; (3) the combination of projects that best meets the topical priorities of the Office of Head Start as listed in *Section I*; (4) the funds available; and (5) the best interests of the Federal Government.

It is unlikely that multiple applications with the same principal investigator (i.e., faculty mentor) will be funded if there are at least six applications from different mentors/institutions that qualify for support.

Please refer to *Section IV.2.* of this announcement for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be recompeteted for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

It is anticipated that award decision letters will be mailed out on or before September 30, 2012.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail or email. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (C.F.R.) is available at <http://www.gpo.gov>.

An application funded with the release of Federal funds through a grant award does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 C.F.R. Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 C.F.R. Part 74.81_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial

organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as religious instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, "Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the [Administration for Children & Families: Toolkit for Faith-based and Community Organizations](#).

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the Grants Management Contact identified in *Section VII. Agency Contacts* of this announcement to obtain a copy of the term.

Requirements for Drug-Free Workplace

The Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 C.F.R. part 182; HHS implementing regulations are set forth in 2 C.F.R. part 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 C.F.R. part 382.225. The rule is available at [Requirements for Drug-Free Workplace](#).

Debarment and Suspension

HHS regulations published in 2 CFR part 376 implement the governmentwide debarment and suspension system guidance (2 CFR part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.epls.gov/>, although checking the EPLS is not required. More information is available at http://www.acf.hhs.gov/grants/grants_resources.html.

Pro-Children Act

The Pro-Children Act of 2001, 42 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NoA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

VI.3. Reporting

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

ACF grantees are required to submit the SF-PPR Cover Page. ACF Program Offices that utilize reporting forms or formats in addition to, or instead of, the SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. The SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

Federal Financial Reports (FFR)

As of February 1, 2011, HHS began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of: The FFR (SF-425) is due to ACF on:

January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms, www.forms.gov, and on the [ACF Funding Opportunity Website Forms](#) page.

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. Additional information on frequency of reporting is available on the ACF Funding Opportunities website at http://www.acf.hhs.gov/grants/msg_sf425.html.

For planning purposes, reporting periods for awards made under this announcement are as follows:

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 C.F.R. Part 170. See ACF's [Award Term for Federal Financial Accountability and Transparency Act \(FFATA\) Subaward and Executive Compensation Reporting Requirement](#) implementing this requirement and additional award applicability information.

SF-428 Tangible Property Report and SF-429 Real Property Status Report

As of April 1, 2012, the Administration for Children and Families will begin requiring the use of the SF-428 (Tangible Personal Property Form) as well as the SF-429 (Real Property Status Report).

The SF-428 is a standard form to be used by awarding agencies to collect information related to tangible personal property (equipment and supplies) when required by a Federal financial assistance award. The form consists of the cover sheet (SF-428) and three attachments to be used as required: Annual Report; Final (Award Closeout) Report and a Disposition Request/Report. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information.

The SF-429 is a standard report to be used by recipients of Federal financial assistance to report real property status (Attachment A) or to request agency instructions on real property (Attachments B, C) that was/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a Federal financial assistance award (i.e., grant, cooperative agreement, etc.). This includes real property that was improved using Federal funds and real property that was donated to a Federal project in the form of a match or cost share donation. This report is to be used for awards that establish a Federal Interest on real property.

Beginning with budget periods ending September 30, 2012 and for all budget periods thereafter, all ACF grantees will be required to submit (as applicable) an SF-428 and SF-429 report as frequently as is required in the terms and conditions of their award.

The forms are available at http://www.whitehouse.gov/omb/grants_forms.

In accordance with section 4 of Executive Order Number 13230 titled "President's Advisory Commission on Educational Excellence for Hispanic Americans," grantees should provide data resulting from this project if so requested by the Commission or the staff of the White House Initiative on Educational Excellence for Hispanic Americans (66 FR 52841, October 17, 2001).

VII. Agency Contacts

Program Office Contact

Kelly Fisher

OPRE Head Start Graduate Student Research Grant Review

c/o ICF International

9300 Lee Highway
Fairfax, VA 22031-6050
Phone: (877) 350-4624
Fax: (703) 934-3740
Email: HSGraduateResearchReviews@icfi.com

Office of Grants Management Contact

David Kadan
OPRE Head Start Graduate Student Research Grant Review
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031-6050
Phone: (877) 350-4624
Fax: (703) 934-3740
Email: HSGraduateResearchReviews@icfi.com

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>.

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - ACF Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (C.F.D.A.) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpo.gov>.

United States Code (U.S.C) <http://www.gpoaccess.gov/uscode/>.

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html.

Grants.gov Forms Repository webpage at http://www.grants.gov/agencies/aforms_repository_information.jsp.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp

Sign up to receive notification of ACF Funding Opportunities at [www.Grants.gov](http://www.grants.gov/applicants/email_subscription.jsp)
http://www.grants.gov/applicants/email_subscription.jsp.

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)	Referenced in <i>Section IV.2.</i> and found at http:// www.acf.hhs.gov/grants/grants_resources.html and at the Grants.gov Forms Repository at http://www.grants.gov/agencies/aforms_repository_information.jsp .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Referenced in <i>Section IV.2.</i> and found at http:// www.acf.hhs.gov/grants/grants_resources.html .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Certification Regarding Lobbying	Referenced in <i>Section IV.2.</i> of the announcement and found at http:// www.acf.hhs.gov/grants/grants_resources.html .	Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2.</i> and found at http:// www.acf.hhs.gov/grants/grants_resources.html . Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an	If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.

	employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	
Maintenance of Effort (MOE) Certification	Referenced in Section IV.2. Forms, Assurances, and Certifications. A copy of a standard MOE is available at http://www.acf.hhs.gov/programs/ofs/grants/maintain.htm . Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.	Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i> of the announcement. Additional information and necessary forms are available at http://www.hhs.gov/ohrp/assurances/forms/index.html . This information may be submitted in the appendices to the application and will not count in the limitations listed in <i>Section VI.2. Formatting Requirements</i> .	Submission of the required information and forms is due prior with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . If the information is not available at the time of application, it must be submitted prior to the award of a grant.
Letter of Intent	Referenced in <i>Section IV.2.</i> of the announcement. under "Project Description."	Submission is due by the Letter of Intent due date found in the <i>Overview</i> and in <i>Section IV.3</i> .
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> . This is an element of the Project Description and will usually be counted in page limitations listed in <i>Section IV.2. Formatting Requirements</i> .	Submission is due as part of the Project Description by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .

	stated in <i>Section IV.2. Formatting Requirements.</i>	
The Project Description	Referenced in <i>Section IV.2. The Project Description.</i> This is the title for the project narrative that describes the applicant's plan for the project.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission of the Project Budget is required on the appropriate Standard Form (424A or 424C). The Budget Justification is a separate document that may be no longer than 10 pages and is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>
Letter of Support from Faculty Mentor	Referenced in <i>Section IV.2</i> of the announcement.	Submission due by application due date found in <i>Overview</i> and <i>Section IV.3.</i>
Biographical sketches and/or Curricula Vitae for Student and Faculty Mentor	Referenced in “Organizational Capacity” in <i>Section IV.2</i> of the announcement.	Submission due by application due date found in <i>Overview</i> and <i>Section IV.3.</i>
Official Transcript of Student Reflecting Graduate Courses and Status in the Doctoral Program	Referenced in <i>Sections III.3</i> and <i>IV.2</i> of the announcement.	Submission due by application due date found in <i>Overview</i> and <i>Section IV.3.</i>
Documentation of approved doctoral dissertation	Referenced in <i>Sections III.3</i> and <i>IV.2</i> of the announcement.	Submission due by application found in <i>Overview</i> and <i>Section IV.3.</i>
Letters of Support	Referenced in <i>Section IV.2. The Project Description.</i> This is an element of the Project Description and may count against page limitations set in <i>Section IV.2. Formatting</i>	Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>

	<i>Requirements.</i>	
Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities"	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/ as indicated in <i>Section IV.4. Intergovernmental Review</i> of this announcement. The Executive Order and CFR require that applicants submit all required application materials to their State Single Point of Contact (SPOC) and indicate the date of submission on the Standard Form (SF) 424 at item 19.	Submission of application materials is due to SPOC by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .

Appendices